

## Texas Historical Commission Job Vacancy Notice

<b>Position Title:</b>	Business Analyst
<b>Classification Title:</b>	Budget Analyst IV
<b>Job Posting Number:</b>	19-32
<b>Salary:</b>	\$4,917.00 - \$6,500.00/Monthly
<b>FLSA:</b>	Exempt
<b>Salary Group/Class #:</b>	B23/1158
<b>Opening Date:</b>	02/22/2019
<b>Closing Date:</b>	Until Filled
<b>Hours/Week:</b>	40
<b>Duration:</b>	Regular, Full-time
<b>Work Location Address:</b>	208 10 <sup>th</sup> Street, Suite 327, Austin, TX 78711

**JOB OBJECTIVE:** Perform advanced financial and business analysis of earned revenue growth potential for the Historic Sites Programs at the Texas Historical Commission (THC). Work includes crafting business plans, return on investment (ROI) analysis and comparative business analysis of other state agencies, private non-profit organizations and private vendor initiatives in the management of facilities, cost benefit analysis of operations and to define efficiencies that will assist in maximizing funding to be strategically invested and work with all divisions in entrepreneurial program development. Work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Serve as a resource for Historic Sites staff in the development of budget for the division's operations, capital construction/campaign, and grant-funded projects.
2. Assist management, site managers, exhibit developers and project managers in developing project proposals.
3. Track income and expenditures produce customized monthly reports by project and fund if needed.
4. Develop effective financial analysis models and monitor monthly receivables to track results.
5. Provide scenarios for future capital projects based on different levels of funding.
6. Develop dynamic cross promotional opportunities for the Texas Historical Commission to expand its earned revenue potential within Historic Sites but also throughout the agency. Work collaboratively with other Divisions, to include; Archaeology, Heritage Trails and History Programs and any other appropriate Divisions.
7. Work with Leadership, CFO, Site Supervisors and Site Managers to establish financial metrics and goals to measure the success of operations, individual programs and provide financial reporting tools to aid in the program analysis.
8. Develop, create and seek out new and better ways to conduct the duties of this position.
9. Focus on Texas state accounting and fiscal rule criteria to create systems and procedures to assist staff and senior level managers in project budgeting and financing, forecasting and managing projects funded by multiple sources (state and foundation).
10. Provide a non-profit perspective within the existing State government structure with the Friends of the Texas Historical Commission.
11. Make work processes' more efficient and effective. Implement cost-saving measures wherever possible.
12. Bring forward ideas resulting in improvements in revenue generation or improved services to the State of Texas.
13. Develop reports capturing the needs of the agency in writing with graphs, charts and tables to help clarify the analysis and present the data in graphic and narrative terms for Commission, leadership and staff review and consumption.
14. Assist in the calculation of long-term capital cost planning for Historic Sites (current and future) for controlled and routine maintenance.

15. Establish a Facility Index Condition (FCI) report to justify budget requests as well as financially detailing new construction (buildings and exhibits) for future capital campaign projects and appropriation requests.
16. Analyze and develop a sound financial plan for current and future Historic Sites' operations and capital needs.
17. Generate project-based reports consistent with reports generated for the State, and ensures all proposed programs and projects comply with applicable internal, Foundation, State, and Federal requirements when applicable.
18. Provide financial reporting tools to aid in program analysis. This is particularly important in the exploration of new revenue generating opportunities, production of business plans and business goal reporting documents.
19. Adhere to established work schedule with regular attendance.
20. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

21. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited college or university with a degree in accounting, business, finance or closely related field;
- Minimum five years of work experience in accounting or finance;
- Advanced Microsoft Excel skills, including use of formulas and pivot tables;
- Work experience preparing and analyzing technical reports and summaries;
- Valid Texas driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Chartered Financial Analyst (CFA) certification;
- Certified Public Accountant (CPA);
- Experience with private, state or federal grants.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of financial management principles and procedures;
- Knowledge of generally accepted accounting principles including pronouncements which apply to not-for-profit organizations and Governmental Accounting Standards Board;
- Knowledge detailing cost estimates for construction;
- Excellent management and administrative skills;
- Effective verbal and written communication, human relations and organizational skills;
- Advanced Microsoft Excel skills, including use of formulas and pivot tables;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Effective critical thinking skills;
- Ability to learn new accounting and ancillary systems quickly;
- Ability to analyze internal client needs and leverage accounting systems effectively to meet those needs;
- Ability to manage short and long-term financial planning;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in logical manner and to assess validity;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to establish goals and objectives and to devise solutions to problems;
- Ability to organize information and provide clear audit trails for documentation;

- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**